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Abstract

The school district of Philadelphia has committed itself to a program of upgrading the quality of elementary educational program and facilities. To ascertain the degree to which the school district is succeeding in building schools to facilitate educational innovations is the major purpose of this study. Evaluation charts are used to determine the quality of the educational environment's physical characteristics. The charts are divided into the following sections--(1) general site evaluation, (2) the building, (3) the administrative suite, (4) classrooms, (5) special purpose rooms, and (6) miscellaneous features. (TC)

ED033548

EVALUATIVE CRITERIA FOR ELEMENTARY SCHOOL BUILDINGS

EF 003 581

THE SCHOOL DISTRICT OF PHILADELPHIA
BOARD OF EDUCATION
Parkway at Twenty-First Street
Philadelphia, Pennsylvania

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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FOR

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JUNE, 1967

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Parkway at Twenty-First Street
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FOREWORD

The School District of Philadelphia has embarked upon a building program of considerable magnitude. Hundreds of millions of dollars will be invested in these new schools. With a use expectancy of fifty to a hundred years, these buildings must, therefore, be planned and designed so as to contain a great measure of flexibility and adaptability for the educational changes of the future.

The educational scene is currently undergoing rapid change. Modification of curricula, teaching methodology, the increasing use of electronic and communication media, and the focus upon the individual pupil in the learning process are weighty factors in school planning and design. It is fairly safe to assume that educational innovations are likely for many years to come, hence, the need to guard against the possibility of building obsolescence in planning these new schools.

The concept of an educational facility is no longer confined to the building and grounds. In its broader aspects, it includes among others, the nature of the educational atmosphere which enables each child to learn in an environment of comfort so that his potential can be better realized. The manner in which he will be taught as well as what he will be taught are other facility considerations.

The School District of Philadelphia has committed itself to a steady program of upgrading the quality of its educational program and the facilities to house it. Its Division of School Facilities is constantly engaged in a continuous effort to plan and build schools that contribute to and implement the new exciting ideas appearing on the educational horizon. To ascertain the degree to which the School District is succeeding in building schools to facilitate these educational innovations is the major purpose of this study.

The criteria described in this publication represent the physical features incorporated in the educational specifications of elementary schools both presently under construction and on the "drawing boards". These criteria will be applied against the facilities in the elementary schools designed and constructed for the School District of Philadelphia during the period of 1962 to the present.*

It is hoped that the information derived from these evaluations will serve two purposes:

1. To determine the extent to which these new, but already partially obsolete schools might require modernization through conversion of rooms, expansion of others, etc.
2. To provide a springboard from which will evolve a regular updating of criteria attuned to meet the ever changing educational functions.

* <u>District One</u>

Anderson - 1963
Huey - 1964
Locke - 1965
McMichael - 1964

<u>District Two</u>

Arthur - 1964
Douglass - 1964
Kane - 1963
Kelley - 1966
Morris - 1966
Sartain - 1962
Waring - 1962

<u>District Four</u>

Hill - 1964
Kenderton - 1962
Leidy - 1963
Blaine - 1967
E.S. Miller - 1967

<u>District Five</u>

Clymer - 1965
Ferguson - 1963
Welsh - 1966

<u>District Six</u>

Pastorius - 1966

<u>District Seven</u>

Stearne - 1967

<u>District Eight</u>

Bustleton - 1962
Decatur - 1965
Greenberg - 1965
Pollock - 1962
Loesche - 1967

School_____

Date Completed_____

Enrollment_____ Date_____

Evaluators

1._____

2._____

3._____

A. GENERAL SITE EVALUATION	Satis-factory	Deficient	Totally Lacking	Comments
1. ACREAGE				
a. Between 3 and 7 acres				
b. Adequate to serve the indoor and outdoor educational needs of children				
c. Adequate for off-street parking (space for each teaching station)				
d. Offers seclusion of classrooms from street				
e. Possibility for future expansion of building				
f. Possiblity for future enlargement of site				
2. SHAPE OF SITE				
a. Rectangular - 3 to 5 width to length ratio				
3. LOCATION OF SITE				
a. Near center of pupil population in				

	Satis-factory	Deficient	Totally Lacking	Comments
b. Easily accessible - proximity to transportation routes				
c. Proximity to public facilities, e.g., parks, playgrounds, libraries, health centers, etc.				
d. Natural resources available for educational purposes				
e. Fire and police protection				
4. LOCAL ENVIRONMENT				
a. Traffic flow well-regulated and controlled				
b. General environment conducive to optimum learning conditions				
c. Relative absence of noise-producing elements (factories, railroads, street cars and buses, sirens, radio and TV interferences, etc.)				
d. Relative absence of atmospheric disturbances (smoke, dirt or dust, odors, air pollution)				
e. Absence of social hazards (taverns, honky tonks)				

honky tonks)

	Satis-factory	Deficient	Totally Lacking	Comments
5. BUILDING LOCATION on site (or Building Orientation)				
a. Provides for efficient use of the total area				
b. So placed as to present an attractive appearance				
c. Situated on site as to meet future expansion needs				
d. Permits generous play space				
e. Facilitates landscaping				
f. Includes area for outdoor educational activities				
g. Play yard exposed to maximum sunlight (to thaw ice and snow)				
6. PLAY SPACE				
a. Sufficient paved area for games and running activities				
b. Presence of large turfed area and shade trees				
c. Free from obstructions and hazards				
7. TRAFFIC				

	Satis-factory	Deficient	Totally Lacking	Comments
I. Relatively free from traffic and transportation dangers				
II. Includes facilities for safely loading and unloading transported pupils				
III. Truck deliveries to the school do not endanger children's safety				
b. Pedestrian				
I. Walkways lead from all exits				
II. Students and adults have access to the school with the least possible conflict with moving vehicles				
8. DRAINAGE				
a. Slope of site permits rapid drainage away from building				
I. Paved areas free from surface water				
II. Turfed areas free from mud holes after rain				
9. FENCING				
a. Provides the necessary security and protection of pupils and school property				
b. Separates the parking area from play				

	Satis-factory	Deficient	Totally Lacking	Comments
c. Appropriate gates provide access for fire apparatus				
10. UTILITIES				
a. Has adequate facilities for sewage disposal				
b. Has an adequate supply of water				
c. Has fire hydrants which are readily accessible				
11. LANDSCAPING				
a. Is attractively landscaped (trees, shrubbery, etc.)				
b. Vegetation is of hardy variety and requires little care				
B. THE BUILDING				
1. SPACE				
a. Number of stories adequate for pupil population				
b. Total instructional space is adequate Enrollment--based on 70 □ per pupil				
c. Total non-instructional space is adequate (based on 23 □ per pupil)				Non-instructional space includes: elevator, toilet rooms, boiler room, teachers' dining room, kitchen and storage, staircases, corridors and passageways, mechanical areas, janitor's closets, general storage (kitchen and custodial

	Satis-factory	Deficient	Totally Lacking	Comments
d. Floor plans and lay-out facilitate the educational program				
e. Operable walls permit flexible arrangement of rooms to accommodate varying size groups				
f. Provision exists for the possible enlargement of the building				
g. Storage space (approximately 600 sq. ft.) on each floor for miscellaneous educational supplies				Related to no. of classrooms on floor? These rooms to be equipped with metal shelving of required gauge to support books (in general construction contracts)
2. ENVIRONMENTAL CONDITIONS				
a. Ventilation facilities insure a sufficient supply of clean air and proper circulation to all areas, viz. classrooms, specialized activity rooms, corridors and stairways, toilet rooms, etc.				
b. A temperature of 70° to 75° is maintained in all classrooms throughout the entire year through heating and air-conditioning				
c. Proper visual comfort is obtained I. Classroom light partially dependent upon windows or completely dependent				

	Satis-factory	Deficient	Totally Lacking	Comments
II. There is minimum glare from light sources and windows				
III. Fixtures provide high levels of soft, diffused light				
IV. Ceilings and other surfaces have appropriate reflection values				
V. Provision is made for regulation of light in classrooms				
d. Fenestration is accomplished by:				
I. Reduced window areas (based on ratio of windows to wall area)				
II. Double hung windows rather than projected or casement type				
III. Wire-guard screens provided for windows in vulnerable locations				
IV. Provision for knock-out panels for fire-fighting from the outside of building (only needed where fenestration will not permit ready access)				
e. Good hearing conditions are present:				
I. Design of building provides for				

	Satis-factory	Deficient	Totally Lacking	Comments
II. Acoustical treatment is provided where needed (all learning areas, corridors, administrative suite, auditorium-cafeteria, teacher work-rooms, IMC and the multi-purpose rooms)				
f. The color scheme is well blended and harmonious				
I. The color of the walls, ceiling and trim contribute to an attractive appearance				
II. Related aesthetically to equipment and furnishings				
III. Related to size and shape of rooms				
IV. Related to age of occupants				
V. Recognizes psychological impact of color upon the learning process				
g. The aesthetic factor has been embraced				
I. The function of utility does not overshadow the function of beauty				
II. Design of building appropriate for school				

	Satis-factory	Deficient	Totally Lacking	Comments
III. The aesthetics stimulates pupil's imagination and nourishes all his creative instincts				
3. SAFETY PROVISIONS a. The School plant provides for maximum safety I. The building is fire-resistive and durably constructed				
II. Fire-fighting equipment and facilities are complete and functioning				
III. Traffic flow and mass movements of pupils present a minimum of hazards to safety (exits and stairway arrangements from yard permit easy ingress and egress)				
IV. Safety hazards minimized by: a) Good lighting				
b) Non-slippery floors and steps				
c) Non-projecting architectural features				
d) Corridors free from obstructions and "dead-ends"				

	Satis-factory	Deficient	Totally Lacking	Comments
e) Stairways provided with hand rails				
f) All construction and installations meet building codes				
g) All playground apparatus designed for safety				
h) Ample lighting for night events especially around multi-purpose facilities. Secluded areas of school are illuminated by spot-type flood lights				Street areas should also be included.
4. HEALTH FACTORS a. Provision for satisfactory lighting, heating, ventilation and sanitation to protect and promote the all-round health of the pupils				
b. Provisions for insect control, especially in the food preparation and food consumption areas				
c. Teachers' toilets for each sex on each floor (wall hung fixtures)				One of each should be located near the auditorium for public use

	Satis-factory	Deficient	Totally Lacking	Comments
d. Boys' and girls' toilets on each floor (fixtures are wall-hung). Half the fixtures placed in toilet rooms accessible from the yard, remaining half distributed on floors--based on no. of pupils to be accommodated on each floor				Boys' Toilets: WC--1 per 60 boys or less; Urinal--1 per 30 boys or less; Lavatory--1 per 50 boys or less. Girls' Toilets: WC--1 per 30 girls or less; Lavatory--1 per 50 girls or less. In addition, a sanitary booth (WC, lavatory and full-length mirror in all girls' toilets
e. Recessed wall-hung drinking fountains with chilled water in adequate numbers on each floor				
C. INDIVIDUAL SPACE EVALUATION				
1. ADMINISTRATIVE SUITE (2,350 sq. ft.--this figure is based on 3 counselor offices) near the main entrance to the school and preferably near the center of the building				
a. Principal's Office (13' x 20')				
I. Size: of adequate size and approximately 260 sq. ft. minimum				
II. Location: adjoining the main office				
III. Entrances:				
a. One leading directly to corridor				
b. The other to the main office				

	Satis-factory	Deficient	Totally Lacking	Comments
IV. Facilities:				
a) Toilet--private toilet with mechanical ventilation				
b) Storage: supply closet				
c) Communication:				
1) 2-way buzzer to secretary's desk				
2) Bell phone (desk)				
3) Inter-com house phone (desk)				
4) Inter-com attached to Bell phone for direct communication to Administrative Assistant, Counseling Teachers, Nurse, Custodian and Second Secretary. Buzzer should also be attached to Bell phone to these locations				
d) Wall clock				
e) Garment closet				
f) Acoustical ceiling				
g) Electrical outlets as well as				

	Satis-factory	Deficient	Totally Lacking	Comments
V. Floor covering--carpet				
b. Administrative Assistant's Office (9' x 14')				
I. Size: of adequate size--approximately 126 sq. ft. (minimum)				
II. Location--adjoining the main office (with vision area to office)				
III. Floor covering--carpet				
IV. Facilities:				
a) Storage (garment and supply closet)				
b) Communication:				
1) House phone (desk)				
2) Bell phone (desk)				
3) 2-way buzzer to secretary's desk				
c) Wall clock				
d) Electrical outlets				
e) Acoustical ceiling				
c. Main Office (24' x 25')				
I. Size				
II. Location: near the main entrance				

	Satis-factory	Deficient	Totally Lacking	Comments
III. Waiting Room: readily accessible to the main office and common to the various rooms in the administrative suite. Size?				
IV. Facilities and Furnishings				
a) Mail boxes--of sufficient number for the staff when school opens plus 10%				
b) Cabinet type key boards--of sufficient number for the staff				
c) Bulletin boards (2) 4' x 8' and 4' x 6';minimum total of 60 sq. ft.				
d) Master clock with large face				
e) Public address system				
f) Electrical outlets (2)				
g) Counter to separate secretaries' desks from Public Reception Area (Include storage facilities in counter				
h) Communications (for secretary)				
1) House phone (desk); Bell phone				

	Satis-factory	Deficient	Totally Lacking	Comments
2) 2-way buzzer to Principal and Administrative Assistant				
3) Inter-com console (near secretary's desk)				
i) Acoustical ceiling				
j) Bulletin board (in the corridor near main office entrance)				
k) Office storage--10' x 10'=100 sq. ft.				
1) Size: of adequate size (approximately 100 sq. ft.)				
2) Location (adjoining the main office)				
3) Facilities				
(a) Sink				
(b) Duplex electrical receptacles				
(c) Cylinder lock				
d. Counselors' Offices--9' x 14'--one for 400 pupils				
I. Size: of adequate size (approximately 126 sq. ft.)				

	Satis-factory	Deficient	Totally Lacking	Comments
II. Location: near the common waiting room with door opening to it. Access from corridor				The counselors' offices should be accessible to the main office but should be so situated that pupils have access to them without going into or through the main office. Waiting room for counselors is helpful but not essential. Access to counselors' offices from a corridor other than through the waiting room attached to the main office.
III. Facilities and Furnishings:				
a) Bulletin board 4' x 4'				
b) Electrical outlet as well as 2 duplex convenience outlets				
c) Wall clock				
d) Floor covering--carpet				
e) Communications:				
1) Public address speaker				
2) Bell phone				
3) House phone				
f) Garment closet				
g) Acoustic ceiling				
e. Health Suite - 20' x 27' (Acoustical ceiling and vinyl flooring throughout entire suite)				
I. Size: of adequate size				
II. Location: in or near the administrative suite; near exit for emer-				

	Satis-factory	Deficient	Totally Lacking	Comments
gencies				
III. Components: divided into floor-to-ceiling partitions for privacy and efficiency; acoustic ceiling and vinyl flooring				
a) Large multi-purpose room (9' x 20')				
1) For medical examinations				
2) For vision testing--20' length				
3) For use as a cotroom (ill pupils)--two cots minimum				
4) Provision for dressing facilities for two children				
5) Immunization programs				
6) Facilities:				
(a) Door openings to both nurse's room and hallway				
(b) Bulletin board 4' x 4'				
(c) Electrical outlets on each wall				

	Satis-factory	Deficient	Totally Lacking	Comments
(d) Lavatory				
(e) Provision for illuminated eye-chart space				
(f) Adequate heating and ventilation because children will be partially clothed during medical examinations				
b) Nurse's Room (9' x 10')				
1) To adjoin multi-purpose and waiting rooms with connecting doors				
2) Facilities:				
(a) Bulletin board (4'x4')				
(b) Electrical outlet on each wall				
(c) Desk Bell phone				
(d) Built-in recessed closet				
(e) Public address system with inter-com				
(f) Lavatory				

	Satis-factory	Deficient	Totally Lacking	Comments
(g) Garment closet				
c) Waiting Room (9' x 10')				
1) Bulletin board (4' x 4')				
2) Electrical outlets on each wall				
3) Entrance to Audiometric Room				
4) Access to nurse's room and hallway				
d) Audiometric Room (6' x 9')				
1) Special acoustical treatment for hearing tests and cardiac listening				
2) Facilities:				
(a) Duplex receptacles on long wall opposite to door				
(b) Ventilation and light are important considera-tions				
e) Small multi-purpose room (9'x10')				
1) For dental examinations				
2) For treatment of emergencies in nurse's room				

	Satis-factory	Deficient	Totally Lacking	Comments
3) For ill employees				
4) For isolating children with infectious and/or contagious diseases				
5) For use by second nurse when needed				
6) To adjoin and connect nurse's room with door				
7) Facilities:				
(a) Electrical outlets on each wall				
(b) Lavatory				
(c) Bulletin board (4' x 4')				
f) Toilet room (4' x 5')				
1) Facilities				
(a) Easily accessible in health suite				
f. Conference Room (12' x 20')				
I. Size: of adequate size (approximately 240 sq. ft.)				
II. Location: next to medical suite with door opening between. Serves as an				

	Satis-factory	Deficient	Totally Lacking	Comments
expanded facility, when needed, for the health services				
III. Facilities:				
a) Lavatory				
b) Electrical receptacles as well as two duplex convenience outlets				
c) Bulletin board 4' x 4'				
d) Chalkboard 4' x 10'				
e) Garment and supply closet				
2. GENERAL PURPOSE CLASSROOMS (900 sq. ft.)				
a. Size: of adequate size to accommodate existing class enrollments in effective learning situations. To be scored against the state standard of 850 sq. ft. and our local standard of 900 sq. ft. rather than whether it is adequate; relate to IMC				
b. Arrangement: in clusters of 3 to 5 with operable partitions				

		Satis-factory	Deficient	Totally Lacking	Comments
c. Flexibility for:	)General				)
I. Team teaching	)lay-out and				)
II. Clusters (2,3, or 4)	)arrangement				) Component sub-totals
III. Small group instruction	)of class-				)
	)rooms pro-				)
d. Partitioning	)vide for				
	)adaptation				
I. Operable	)of instruc-				
	)tion to				
II. Demountable	)varying				
	)group size				
III. Open	)and for				
	)differing				
	)functions				
e. Environmental Provisions					
I. Air conditioning					
II. Heating					
III. Ventilation					
IV. Illumination					
V. Fenestration					
VI. Acoustical treatment					
VII. Color scheme					
VIII. Aesthetic appearance					
f. Facilities:					
I. Chalkboards and tackboards					
II. Map rails and clips					
III. Pupils' wardrobe (35 coat hooks and hat shelf) - may be portable					

	Satis-factory	Deficient	Totally Lacking	Comments
IV. Public address inter-com				
V. Wall clock				
VI. Program buzzer				
VII. Two electrical outlets (minimum) on 2 walls				
VIII. Cabinet sink 4' long with gooseneck fixture for mixing hot and cold water. Non-chilled water bubbler as part of sink unit				
IX. Mirror 14" x 24" (over sink)				
X. Two classrooms provided with toilet rooms nearby				
XI. Camera outlet for CCTV in one 4-room cluster				
XII. Built-in screen angled to avoid "keystoning"				
XIII. TV monitor with universal ceiling-hung bracket, electric outlet and antenna jack				
g. Floor covering--easily cleaned and does not reflect glare. Two of the clusters should be carpeted				

	Satis-factory	Deficient	Totally Lacking	Comments
h. Built-in storage space (24 sq. ft.) with separate sections each at 12 sq. ft. for a teacher's garment closet and for storage of supplies				
3. CLASSROOMS FOR SMALL GROUP INSTRUCTION (400 sq. ft.)--begun here in September, 1967				
a. Size: of adequate size for groups of ten to twelve pupils				
b. Number				
c. Location: interspersed among the other classroom areas in the building				
d. Facilities (same as for General Purpose Classrooms)				
e. Floor covering - easily cleaned and does not reflect glare				
f. Storage area - adequate in size				
g. Wall clock, etc.				
4. TEAM PLANNING ROOMS (300 sq. ft.)				
a. Size: of adequate size for this purpose				
b. Number				
c. Location: in close proximity to the team teaching areas throughout the building				

	Satis-factory	Deficient	Totally Lacking	Comments
d. Facilities:				
I. Storage closet				
II. Chalkboards				
III. Corkboards				
IV. Electrical outlets (2)				
D. SPECIAL PURPOSE ROOMS				
1. Kindergartens (1,500 sq. ft.)				
a. Number				
b. Location: readily accessible to a main entrance and to kindergarten play area				
c. Size				
d. Shape				
e. Environmental provisions - same as for General Purpose Classrooms				
f. Facilities:				
I. Cabinet sink with gooseneck type spigot				
II. Drinking fountain separate from sink				
III. Teachers' storage walk-in closet with at least 4 tiers of shelves				
IV. Shelving and base cabinets for paper, paints, scissors, etc.				

	Satis-factory	Deficient	Totally Lacking	Comments
V. Storage cubbies (50 to 72 in number)				
VI. Toilet room with partitions				
a) Two waterclosets				
b) One lavatory				
VII. Locker units (35)				
VIII. Display and tackboards				
IX. Chalkboard for children's use				
X. Electric switches (within reach of children) 42" from floor				
XI. Refrigerator outlet (position functional)				
XII. Two duplex receptacles				
XIII. Bull's eye outlet for cooking experience				
XIV. Floor covering--½ of floor with stain-proof carpeting. Area to be covered with vinyl tile (resilient) as well as areas leading to all doors				
XV. Storage room for wheel toys, etc. on ground level with access to it from inside and outside (ceiling height - 7'6") Size?				

	Satis-factory	Deficient	Totally Lacking	Comments
XVI. Several windows 8' wide and 48" high				
XVII. Clothing locker for two teachers				
2. Pre-Kindergarten nurseries (1,500 sq. ft.)				
a. Size				
b. Number				
c. Location: accessible to a main entrance and to kindergarten play area				
d. Shape				
e. Environmental provisions:				
I. Several windows				
II. Same as for general classrooms				
f. Facilities:				
I. Cabinet sink with gooseneck type spigot				
II. Drinking fountain, wall-mounted, separate from sink				
III. Teachers' storage closet - approximately 64 sq. ft.				
IV. Shelving and base cabinets for paper, paint, scissors, etc.				
V. Storage cubbies (42 in number)				
VI. Toilet room with partitions				

	Satis-factory	Deficient	Totally Lacking	Comments
a) Two waterclosets				
b) Two lavatories				
VII. Locker units (20)				
VIII. Display and tackboards				
IX. Chalkboard for children's use				
X. Electric switches (within reach of children - 42" from floor)				
XI. Refrigerator outlet (position functional)				
XII. Bull's eye outlet for cooking experience				
XIII. Four duplex outlets				
XIV. Floor covering: ½ of floor area with stain-proof carpeting. Area in front of sink as well as areas leading to all outside doors covered with light-colored resilient vinyl tile				
XV. Storage room for wheel toys, etc. on ground level with access to it from inside and outside				
XVI. Clothing locker for two teachers				

	Satis-factory	Deficient	Totally Lacking	Comments
3. Instructional Materials Center (4,000 sq. ft)				
a. Location: as centrally located as possible to the team areas and separate classrooms and at the same time so situated as to be utilized by the community after school. One wide doorway from within building for easier supervision				
b. Size				
c. Shape				
d. Facilities:				To promote good supervision, the placement of furniture, ease of movement and ease in teaching a class are important considerations.
I. Reading room (2,220 sq. ft.)				
a) Adjustable maximum perimeter shelving to hold at least 10 books per pupil				
b) Portable blackboard				
c) Minimum of corkboard--wall space utilized for shelving				
d) Wardrobe for 40 hats and coats adjacent to reading room				
e) Carpeting				
II. Study carrel area (250 sq. ft.)				

	Satis-factory	Deficient	Totally Lacking	Comments
a) Tape recorder or record player, ear-phones, tapes and recorder, jack box for ear phone plug-in, audio-dial retrieval system				
b) Carpeting				
III. Workroom office (300 sq. ft.)				
a) Formica topped counter with sink				
b) Locker cupboards with adjustable shelves				
c) Metal shelving				
d) Duplex electrical receptacles				
e) Entrances to storage and reading rooms				
f) Kitchen cabinet type arrangement				
g) Space for flat poster paper storage				
h) Teachers' closet				
i) Glass partition above low shelving in reading room for vision area				
j) Audio-dial retrieval system, tape deck and controls				

	Satis-factory	Deficient	Totally Lacking	Comments
k) Shelf-list cabinet, work table and chairs				
IV. Audio Visual Work Storage Room (430 sq. ft.)				
a) Adjustable shelving (closed back and sides) for projectors and recorders, racks for maps and portable screens, space for globes, dioramas, models, etc. Storage for tapes, recordings and films				
V. Materials Production Room (500 sq. ft.)				
a) Electric outlets, work counters, layout tables, tool cabinets				
VI. Closed Circuit TV Room (150 sq. ft.)				
a) Shelving for video tapes; tape recorder, TV camera, TV receiver and a teacher's desk, AC outlets, jack to antenna system for TV receiver, jack to CCTV for tape recorder, jack for TV camera				Camera and tape recorder to feed CCTV system.

	Satis-factory	Deficient	Totally Lacking	Comments
VII. Storage room (230 sq. ft.) a) Built-in shelving (closed back and sides				
VIII. Elevator service				
4. Cafeteria-Auditorium (6,000 sq. ft.) a. Auditorium feature I. Location: near exit for community use. Capable of being locked off from remainder of building				
a) Related to nearby classrooms for use as dressing rooms				
II. Seating capacity ½ of student capacity - portable interlocking seating				
III. Aisles: side - 4' wide; center - 5' wide				
IV. Stage: 20' x 40' x 14'				
V. Proscenium - 5' in front of curtain				
a) Steps across entire front of stage?				Chair storage in wings or under stage
b) Floor area in front of stage to a depth of 12' to the first row of seats (for orchestra of 30 pieces)				

	Satis-factory	Deficient	Totally Lacking	Comments
VI. Back-stage entrances from both sides				From corridor
VII. Ventilation (throughout auditorium and backstage)				
VIII. Acoustical treatment				
IX. Special lighting a) Closed power panel for stage lights and small shaded pilot light over it				
b) Stage lights - border lights overhead with work lights in between and with teaser spot lights. NO FOOTLIGHTS				
X. Provision for TV reception				
XI. Shielded wall brackets and duplex convenience receptacles on side walls				
XII. Receptacles outlet box with screw plates on auditorium floor 35' in front of screen				
XIII. Speaker input at projector location connecting to P.A. system in auditorium				

	Satis-factory	Deficient	Totally Lacking	Comments
XIV. At least 6 duplex outlets on first riser				
XV. Camera outlet to feed CCTV system				
XVI. Men's and women's toilets nearby				
b. Cafeteria feature				
I. Seating capacity ½ of enrollment				
II. Portable or installed tables and chairs				
III. Chilled water, wall-hung drinking fountains in several places				
IV. Sufficient exits and entrances for rapid dismissal				
V. Wall clock				
VI. Speakers wired to P.A. system				
VII. Kitchen				
a) Food storage				
b) Food preparation				
c) Cooking equipment				
d) Dishwashing equipment				
e) Utensil storage				
f) Insect screens				
g) Sneeze guards				

	Satis-factory	Deficient	Totally Lacking	Comments
h) Garbage disposal				
i) Exhaust fans				
j) Wall clock				
k) Bell telephone				
l) Small wall safe				
5. Creative Arts Room (1,600 sq. ft.)				
a. Location: near the auditorium				
b. Size				
c. Facilities:				
I. Storage area				
a) For 2 and 3 dimensional materials and projects				
b) Divided for both pupils' work and teachers' supplies				
II. Perimeter work counters and storage with built-in damp cabinet				
III. Tool storage cabinet				
IV. Kiln - 220V special line with red bull's eye indicator				
V. Paper storage				
VI. Sink - 4' long with hot and cold mixing faucets (6 faucets) and plastic intercpetor - sink used as room				

	Satis-factory	Deficient	Totally Lacking	Comments
divider with access from both sides; non-chilled water bubbler as part of sink unit				
VII. Teacher's closet for garments and supplies, approximately 5 sq. ft.				
VIII. Book storage, approximately 12 sq. ft.				
IX. Wall clock				
X. Program buzzer				
XI. Public address inter-com				
XII. At least 3 electric outlets - distributed around the room (one for 200V kiln)				
XIII. Floor - stain resistant				
XIV. Recessed display case in corridor adjacent to art room				
XV. Chalkboard - located at focal point of room with projection screen above it for overhead projectors				
XVI. TV monitor with universal ceiling-hung bracket, electrical outlet and antenna jack				

	Satis-factory	Deficient	Totally Lacking	Comments
XVII. Tackboard and picture rail				
XVIII. Quality of lighting good for color detection				
XIX. Flexible furniture for small group work				
XX. Camera outlet to feed CCTV system				
XXI. Storage area of approximately 330 sq. ft. Separate areas for pupils' and teacher's storage				
6. Music Instruction Suite (1,800 sq. ft.)				
a. Location - adjacent to auditorium stage, ground floor; toilet facilities and drinking fountains nearby; removed from quiet learning areas				
b. Size				
c. Components:				
I. Music classroom (980 sq. ft. - 35' x 28')				
a) Facilities:				
1) Deep sink				
2) Chalkboard and tackboard				
3) Wall clock				

	Satis-factory	Deficient	Totally Lacking	Comments
4) Inter-com speaker				
5) Program buzzer				
6) Electric outlets				
7) Teacher's closet for garments and supplies				
8) Camera outlet to feed CCTV system				
9) No tiers or risers				
II. Music Practice Room (80 sq. ft.)				
III. Combined practice room and music teacher's office (200 sq. ft.)				For instruction, rehearsals. Administrative and work area for the teacher, e.g., sheet music storage, preparation of teaching aids, etc.
IV. Ensemble room (550 sq. ft.)				Instruction, rehearsals, storage of band and orchestra instruments
d. Facilities:				
I. Storage facilities in classroom, music office and ensemble room for general supplies and pre-orchestral instruments				
II. Provision for good ventilation of instructional, practice and ensemble rooms				
III. Stereo sound system for record player and tape recorder				

	Satis-factory	Deficient	Totally Lacking	Comments
IV. Special acoustical treatment				
V. Outside entrance or screened-off corridors				
7. Gymnasium - Recreation Room (4,800 sq. ft.)				
a. Location: Easy access to the school yard as well as to instructional areas - Relationship of mass dismissal to internal traffic consideration				
b. Size: 60' x 80' with clear height of at least 18'				
c. Facilities:				
I. Installed equipment (climbing ropes, basketball goals, suspended volley-ball net, chinning bars, etc.				
II. Screening for lights and clocks				
III. Windows - tamper proof and easy to operate				
IV. Teachers' office (180 sq. ft.)				
a) To accommodate 2 teachers				
b) Acoustically treated				
c) Transparent paneling with sill height 42" above floor				

	Satis-factory	Deficient	Totally Lacking	Comments
d) Public address hook-up with inter-com feature				
e) Shower				
f) Lavatory				
g) Water closet				
h) First aid facilities				
i) Private dressing cubicles				
j) Bulletin board near teachers' office				
V. Storage closet (180 sq. ft.) for athletic and recreational gear of all kinds				
VI. Toilets				
a) Boys: 2 water closets and 2 lavatories				
b) Girls				
VII. Chilled water drinking fountains - strategically placed				
VIII. Expectorant unit				
IX. Separate locker and shower rooms for boys and girls				
a) Boys: Facilities for 40 at one time - gang showers				

	Satis-factory	Deficient	Totally Lacking	Comments
b) Girls: Facilities for 40 at one time - shower facilities include 2 private cubicles plus gang showers				
X. Cloak rooms (2)				
a) Approximately 84 sq. ft. each				
b) Each provided with lock				
c) Each containing 25 hooks on pin rails for pupils' clothing				
d) Lighted and adequately ventilated mechanically				
XI. Court areas - marked for a variety of games				
XII. Community use				
a) Consideration given to equipment proportions and sizes, supportive facilities, i.e., showers and lockers				
b) Screened-off corridors to isolate this unit from rest of building				
c) All-purpose electric scoreboard				

	Satis-factory	Deficient	Totally Lacking	Comments
XI. Localized control panel of school's P.A. system				
8. Science Learning Center (1,400 sq. ft.)				
a. Size				
b. Location				
c. Facilities:				
I. Sink with running water - with gooseneck features for mixing hot and cold water				
II. Area for CCTV reception and transmission				
III. Ceiling-hung projection screens 70" x 70"				
IV. Chalkboard (sliding) up to 20'				
V. Tackboard - 12' to 15' in length				
VI. Work areas well lighted with ample electrical outlets				
VII. Proper heating and ventilation (plants, animals and chemicals)				
VIII. Wall clock				
IX. Program buzzer				
X. Public address inter-com				

	Satis-factory	Deficient	Totally Lacking	Comments
XI. Teacher's garment closet				
XII. Adequate storage space				
XIII. Safety features a) Flooring is not slippery when wet				
b) Furniture has rounded corners				
c) Wide aisles and exit passages				
d) Shatter-proof glass in cabinets				
e) Prominently placed sheet of values for gas and water lines				
f) Master switches for electrical circuits				
g) Electrical outlets on pedestals or splashboards to prevent entrance of water by flooding				
h) Means of removal of any explosive, toxic or obnoxious gas				
i) Approved fire extinguishers and fire blankets				
j) Carefully planned storage space Size?				
9. Testing and Speech Correction Room (Diagnostic Center) (700 sq. ft.)				

	Satis-factory	Deficient	Totally Lacking	Comments
a. Location: in a quiet section of the building				
b. Size				
c. Facilities:				
I. Clothing and supply closets				
II. Equipped with chalkboard and cork-board				
III. Acoustics				
IV. Table with a seating capacity of 8 to 12				
V. Several small tables or carrels for individual instruction or study				
VI. Provision for projectable equipment, tape recorders, special diagnostic media, etc.				
VII. Mirror - suitable for speech exercises				
VIII. Window or special light at eye level				
IX. Wall clock				
X. Program buzzer				
XI. P.A. system hook-up with inter-com feature				

	Satis-factory	Deficient	Totally Lacking	Comments
10. Teachers' Dining Room (600 sq. ft.)				
a. Location: near kitchen and cafeteria				
b. Size				
c. Capacity: seating for ½ of staff at one time				Is this realistic?
d. Facilities:				
I. Public address system speaker outlet with inter-com feature				
II. Wall clock				
III. Two electrical outlets				
IV. Chilled water wall-hung drinking fountain				
V. Fly screens for windows				
11. Teachers' Workroom (300 sq. ft.)				
a. Location: convenient for maximum number of faculty members - not an inside room				
b. Size: approximately 15' x 20'				
c. Facilities:				
I. Acoustic ceiling				
II. Public address system speaker outlet with inter-com feature				
III. Program bells				

	Satis-factory	Deficient	Totally Lacking	Comments
IV. Wall clock				
V. Corkboard (4' x 4')				
VI. Men's and women's toilets nearby - accessible through corridor but not through workroom				
E. MISCELLANEOUS FEATURES				
1. Entrance Lobby				
a. Aesthetics				
b. Display cases				
c. Public telephone booth				
2. Stairways and corridors				
a. Location and design fully meet requirements of safe and rapid circulation				
b. Non-slip treads, handrails and balusters provided				
c. No classroom doors further than 70' from any stairway				
d. Stair doors swing outward				
e. Panic bolts on doors opening to the outside				
f. Light fixtures beyond reach to prevent tampering				

	Satis-factory	Deficient	Totally Lacking	Comments
3. Service Facilities				
a. Boiler and mechanical rooms				
I. Size: of appropriate size, shape and efficient equipment layout as to provide for convenient and safe operation				
II. Boiler room floor appropriately pitched with adequate floor drains				
III. Contains two means of egress rather removed from one another				
b. Custodian's office (80 sq. ft.)				
I. Has vision area to the boiler room				
II. Shower, lavatory and toilet				
c. Janitor or utility rooms (60 sq. ft.)				
I. At appropriate location on each floor				
II. Equipped with service sink for hot and cold water				
III. Appropriately depressed floor drains				
IV. Shelving for mops, brooms and buckets				
d. Change room (120 sq. ft.)				

	Satis-factory	Deficient	Totally Lacking	Comments
I. Adequate for 5 custodial cleaning women				
II. Toilet of 1 watercloset and lavatory located in an adjoining room				
e. Service entrance, receiving and custodial storage (250 sq. ft.)				
I. Located close to custodian's office				
II. Receiving platform of truck bed height				
III. Custodial supply storage room of 100 sq. ft. located centrally and not far from custodian's office				
4. Display cases				
a. For display of projects and materials from nearby learning areas				
b. Adequate in number on each floor				
5. Picture moldings and corkboards				
a. In hallways on all floors				